

March 25, 2021

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas, State University
Visca, Baybay City, Leyte

Dear Madam:

Greetings!

I was pleased when I read on your official website (vsu.edu.ph) that you have a job opening. I am writing to express my interest to apply as Administrative Aide III.

I earned my Bachelor of Science degree in Agribusiness at Visayas State University – Baybay last September 2020.

I believe that with the knowledge I learned from the university and with my experience throughout my OJT, and my previous job in a department store makes me qualified for the position.

I can work well with different people and I possess the interest and determination to perform well in the position you are offering.

Kindly see my resume for additional information of my experience. Attached also is my OJT certificate for I haven't claimed my TOR and diploma yet. I can be reached through my email address, mhedydematawaran92@gmail.com and my cellphone number, 09183519052.

Thank you for your time and consideration. I look forward to meeting or hearing from you about this employment opportunity.

Sincerely,



MEDY J. DEMATAWARAN
Applicant